

### **JOB POSTING - STATE EMPLOYEES ONLY**

#### **DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES**

#### WESTERN CONNECTICUT MENTAL HEALTH NETWORK

**MENTAL HEALTH ASSISTANT 1 - POSITION NUMBER: WC25700** 

# PLEASE FOLLOW THE SPECIFIC APPLICATION INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

OPEN TO: STATE EMPLOYEES ONLY

Location: Western Connecticut Mental Health Network

Program/Unit: Young Adult Services/Transitional Housing Program – Torrington Area

Shift/Schedule/Hours: 4th Shift - Monday-Friday - 12:00 a.m. - Every Other Weekend

Posting Date: July 26, 2012 Closing Date: July 31, 2012

<u>Eligibility Requirement:</u> State employees currently holding the above title or those who have previously attained permanent status may apply.

<u>Duties may include but not limited to:</u> Provides daily skill building and support to clients residing in the Young Adult Services, Transitional Housing Program. Participates as a member of a multidisciplinary treatment team. Participates in the implementation of treatment plans, skill building modules and behavioral plans. Documents client's progress in the medical record. Motivates and supports clients in their recovery while assisting them in establishing a natural support system. Has knowledge of development stages relevant to young adults ages 18-25 years. Understanding of trauma sensitive services and practices. Ability to participate in crisis intervention when indicated.

**Substitution Allowed:** An Associate's degree in mental health technology may be substituted for the General Experience. Two (2) years of college training in a behavioral science, social work, rehabilitation therapy or its equivalent may be substituted for the General Experience. Completion of a mental health trainee certificate program may be substituted for six (6) months of the General Experience.

**Special Requirements:** Incumbents in this class must possess and retain a current/valid Motor Vehicle Operator License. Incumbents in this class may be required to travel.

**Note:** Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

**Application Instructions:** Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form **(upper right-hand corner)** and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12).

# To be considered for this position:

- 1. <u>DMHAS employees who are lateral transfer candidates</u> (ex. Mental Health Assistant 1 applying to a Mental Health Assistant 1 posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed
- 2. <u>DMHAS employees who are promotional candidates</u> must submit pages 1-7 of the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
- 3. <u>ALL OTHER STATE Employees:</u> Individuals must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

# **PLEASE SEND APPLICATIONS TO:**

Angela M. Baker, Human Resources Associate - 203-805-6411

1) Email: Angela.Baker@ct.gov

OR

2) Fax: (203-805-6432

OR

3) <u>Postal Mail:</u> Western Connecticut Mental Health Network 55 West Main St., Suite 410, Waterbury, CT 06702-5501

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at <a href="https://www.ct.gov/dmhas/employmentopportunities">www.ct.gov/dmhas/employmentopportunities</a>.

#### AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities and persons with disabilities and in recovery are encouraged to apply. (NP-6)